



SOUTH AUSTRALIAN WINE INDUSTRY
ASSOCIATION INCORPORATED



Wine Industry

Job Dictionary

November 2009

EMPLOYERS MUTUAL – Acknowledgement of funding



Employers Mutual – WorkCoverSA's sole claims agent

Employers Mutual is WorkCoverSA's sole claims agent, providing case management services for around 67,000 South Australian employers and their workers.

We are a recognised industry leader in workers compensation and are dedicated to improving return to work outcomes for injured workers, and reducing the cost of workers compensation for employers.

Employers Mutual is pleased to have provided funding via our member incentive program, which has enabled the research and production of this Job Dictionary to support the South Australian Wine Industry.

For further information about Employers Mutual please contact us on 08 8127 1100 or visit our website at www.employersmutual.com.au.

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INTRODUCTION

The South Australian Wine Industry Association (SAWIA), through its Occupational Health & Safety Committee, has developed a wine industry specific “Job Dictionary” of 18 jobs that are “typical” of work performed in the industry.

The development of the wine industry job dictionary was made possible due to funding provided by Employers Mutual Limited’s “Employer Association Cash Incentive Grants”.

The wine industry job dictionary has been developed to provide wine industry participants; employers; employees; rehabilitation providers and general practitioners, with a tool that will assist them to better understand the physical demands of “jobs” performed every day by employees. By using the wine industry job dictionary employees and employers will be able to achieve a range of benefits including:

- improved return to work outcomes;
- reduced workplace injuries; and,
- the ability to use the job dictionary as a pre-employment functional capacity assessment tool (i.e. matching the physical capability of employees with the duties / tasks to be performed)

In developing the wine industry job dictionary SAWIA engaged a consultant to analyse every day jobs that are most commonly associated with lost time injuries within the industry. Each specific job description was developed following specific job analysis, task analysis and a review of physical demands of the job. The wine industry job dictionary has been put together in a user friendly format and has been trialled for suitability within a broad range of wine industry business sizes.

WHY HAVE A JOB DICTIONARY?

The wine industry job dictionary provides wine industry employees and employers and their service providers (i.e. Doctors, Rehabilitation providers etc.) with a tool that identifies specific tasks and physical demands of each job. In the unfortunate event of an employee sustaining an injury at work, the job dictionary can assist service providers to understand the employee’s pre-injury job and identify suitable duties that can be performed safely by the employee which will result in better “return to work” outcomes for employees.

The job dictionary will clearly identify the:

- Key work tasks
- The actual duties to be performed
- Key and critical physical demands of the job such as twisting, lifting and reaching

HOW CAN A JOB DICTIONARY BE USED?

The job dictionary can be used to:

- Assist in the prevention of injuries by identifying key risks.
- Assist injured workers return to work.
- Formulate a graduated return to work programme.
- Assist in determining whether or not the organisation has suitable duties as part of a graduated return to work plan.
- Reduce the constant requirement for job analyses / worksite assessments.
- Provide information for pre-employment medical assessments and functional capacity assessments.
- Compare the skills required in the job with the skills employees have. This can determine training requirements.
- Can aid medical professionals to focus treatment.

The job dictionary has been formatted in such a way that it can be easily used to identify the specific demands of the job. The format includes:

- Job title;
- Body demands – detailing the frequency that demands are placed on body parts including the neck, shoulders and back;
- Critical physical demands – detailing the demands and the frequency of exposure;
- Description of the duties; and,
- Photographs of key tasks.

The critical physical demands are further broken down into:

- Postural demands – including sitting, standing, walking, twisting, squatting and climbing.
- Manual handling demands – including lifting, pushing/pulling, carrying, reaching and handling.

Note: For each demand, the frequency that the demands occur is specified.

CAN THE POSITION DESCRIPTION FOR A JOB BE MODIFIED?

A specific position description can be modified / customised to the work site including site identification and logo. However, the degree of content “modification” should be limited to changing photographs (to particular site specific photographs) and customising content related to duties required to be performed.

Body Demands, Critical Physical Demands and Frequency, Appendix, and Key Definitions, must not be amended (without specific evaluation of the job by a suitably qualified person) as these “indicators” were developed following specific job analysis, task analysis and a review of physical demands of the job as described in the position description.

HOW CAN I ACCESS THE WINE INDUSTRY JOB DICTIONARY?

**To access the Wine Industry Job Dictionary on-line:
Go to the South Australian Wine Industry Association's
Website at www.winesa.asn.au
And click on the Job Dictionary page.**

Available Free to all Wine Industry participants!

LIST OF JOB DICTIONARY “JOBS” AVAILABLE:

1. Bottling / Packaging
2. Cellar Door Functions / Café
3. Cellar Door Sales
4. Cellar Duties – Barrels
5. Cellar Duties – Red and White
6. Forklift Driving
7. Grounds Worker / Gardener
8. Grower Liaison Officer
9. Hand Picking
10. Laboratory
11. Machine Harvesting
12. Maintenance – Waste Water
13. Maintenance – Fitters, Electricians and Mechanics
14. Nursery hand
15. Store persons
16. Tractor Driving
17. Vineyard Duties
18. Winemaker

Key Definitions (Common to all Job Descriptions)

Appendix (Common to all Job Descriptions)

➤ **KEY DEFINITIONS (Common to all Job Descriptions)**

LIFTING	Raising or lowering an object from one level to another (includes upward pulling and/or exerting upward force to hold an object in static position).
CARRYING	Transporting an object, usually holding in the hands, arms or on the shoulder.
PUSHING	Exerting force upon an object so that the object moves away from the force (including stooping, striking, kicking, treading and exerting force to hold an object in static position).
PULLING	Exerting force upon an object so that the object moves toward the force (including jerking and exerting force to hold an object in static position).
SITTING	Remaining in a seated position
STANDING	Remaining on one's feet in an upright position without moving greater than three steps.
WALKING	Moving about on foot greater than 3 steps.
CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.
BALANCING	Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on either elevated and unguarded, narrow, slippery or erratically moving surfaces.
STOOPING	Bending the body forward and downward by bending spine at waist, requiring full use of lower extremities and back muscles.
KNEELING	Bending legs at knees to come to rest on knees.
CROUCHING	Bending body forward and downward by bending legs and spine.
CRAWLING	Moving about on the hands and knees.
REACHING	Extending arms(s) in any direction.
HANDLING	Seizing or grasping, holding, turning or otherwise working with the hands. Fingers are only involved to the extent that they are extensions of the hand.
FINGERING	Picking, pinching, or otherwise working with the fingers, other than with the whole hand or arm as in handling.
FEELING	Perceiving attributes of objects, such as: size, shape, temperature, or texture by touching with skin; particularly that of finger tips.

➤ **APPENDIX (Common to all Job Descriptions)**

LIFTING, CARRYING, PUSHING AND PULLING	
Sedentary Work:-	Lifting 10 lbs (4.5 kgs) maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
Light Work:-	Lifting 20 lbs (9.1 kgs) maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs (4.5 kgs). Even though the weight lifted may be only a negligible amount, a job is in this category when it requires waling or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling and/or leg controls.
Medium Work:-	Lifting 50 lbs (22.7 kgs) maximum with frequent lifting and/or carrying of objects weighing 25 lbs (11.3 kgs).
Heavy Work:-	Lifting 100 lbs (45.5 kgs) maximum occasionally with frequent lifting and/or carrying of objects weighing 50 lbs (22.7 kgs).
Very Heavy Work:-	Lifting 100+ lbs (45.5+ kgs) maximum occasionally with frequent lifting and/or carrying of objects weighting 50+ lbs (22.7+ kgs).

Reference: U.S. Department of Labour, Dictionary of Occupational Titles, Fourth Edition, Supplement, Appendix D, PP 101-102, 1986.

KEY:

Typical weight and frequency for each Physical Demand Level defined as follows for Bench Height:

<i>Sedentary</i>	= Less than 4.5 kgs lifted occasionally only
<i>Light</i>	= 9.1 kgs lifted occasionally, 4.5 kgs frequently, 1.8 kgs continuously
<i>Medium</i>	= 22.7 kgs lifted occasionally, 11.3 kgs frequently, 4.5 kgs continuously
<i>Heavy</i>	= 45.5 kgs lifted occasionally, 22.7 kgs frequently, 9.1 kgs continuously
<i>Very Heavy</i>	= 45.5+ kgs lifted occasionally, 22.7+ kgs frequently, 9.1+ kgs continuously
<i>Occasional</i>	= 0-33% of an 8 hour day, (1 lift every 30 minutes)
<i>Frequent</i>	= 34 - 66% of an 8 hour day, (1 lift every 2 minutes)
<i>Constant</i>	= 67 - 100% of an 8 hour day, (1 lift every 15 seconds)

➤ **BOTTLING / PACKAGING****BOTTLING/PACKAGING****BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Constant
Sitting - when operating a forklift	Frequent
Stooping - such as when handling cartons, bottles, changeover parts and cartons. Significant stooping occurs when binning/debinning.	Frequent
Twisting/rotation - when handling bottles to and from lines, doing changeovers, handling labels and cartons. Twisting occurs when binning/debinning.	Frequent
Squatting/kneeling	Occasional
Climbing/stepping - on and off the forklift, when crossing from one side of the line to the other, when accessing machinery.	Occasional to frequent
MANUAL HANDLING DEMANDS	
Lifting - up to 2.4 kg per bottle, between 8 and 18 kg when handling changeover parts, up to 15 kg when handling cartons of corks, up to 12 kg when handling rolls of labels, up to 5 to 10 kg when handling stacks of blank cartons, up to 27 kg when handling mandrels and up to 33 kg when handling the centring device for the packer.	Frequent
Pushing/Pulling - moderate force when handling equipment, materials and changeover parts. The force could be greater at times.	Frequent
Carrying - handling changeover parts, stock and chemicals. Usually < 5 m.	Frequent
Reaching Forward reach would vary from close to the body to extended reach. Vertical reach would vary between ground level to above shoulder height, mostly at waist height.	Frequent to constant Frequent to constant
Handling/grasping - both hands are used with most tasks.	Frequent to constant
<i>Please refer to Bottling/Packaging Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

BOTTLING/PACKAGING DUTIES

The specific duties will vary from site to site but typically include the following;

Filtration

The duties performed include the following;

- General monitoring of the filtering process - at computer screens and machine panels.
- Hoses are moved and connected/disconnected to tanks.
- Pumps are moved and fittings attached as required.
- Tanks are checked as required. The top of the tanks are accessed.
- A forklift is driven to move wine tanks and bulk chemicals on pallets.
- Tank additions. This may involve walking up-and-down steps. Additions can include buckets of 'snow' and sulphur with the weights being up to approximately 10 kg.
- Cleaning In Progress (CIP) - controlled from the computer panel.
- Filters and membranes are handled and cleaned.
- A spray ball is used to clean tanks when required.
- General cleaning occurs and this involves using a broom and also a high pressure spray gun.



Depalletiser

The duties performed involve the following:

- With the pallet positioned on the conveyor, the shrink-wrap plastic is removed by cutting around the base of the pallet, making a vertical slice and 2 semicircular cuts are then made on the top of the pallet. The plastic is pulled away and then placed into the baler or disposed of.
- The depalletiser works semiautomatically although the controls are used as required.
- Paperwork also occurs as needed.
- On occasions, bottles fall off the pallet and have to be cleaned up. Cleaning and sweeping occurs to clean up broken bottles.



Filler operator

The duties performed (may include rinser, filler, corker, wirer and capsuler) and involve:

- Monitoring the operation of machines - jams/malfunctions are rectified as required. Individual bottles weigh approximately 1.2 kg and sometimes up to 2.4 kg.
- Changeovers - worms/scrolls and star wheels are changed over as required. Changeover parts including worms weigh up to 18 kg and star wheels weigh between 8 to 9 kg.
- Cleaning - a broom and hose is used to clean as required.
- Replenishing corks - cartons containing corks may be lifted from the pallet and placed onto the ground - bags of corks are removed, cut with a knife and the contents tipped into a hopper (Cartons - approx 15 kg. / Bags approx 5 to 6 kg.)
- Replenish screw caps - screw caps are tipped into a hopper as required (Cartons approx 7.5 kg.)
- Capsuler - The capsules are concertina together and these are lifted in stacks and placed into the capsuler (Cartons weigh approx 7 kg).
- Wirer - cartons containing wires are handled from a pallet. The carton is opened and wires are placed into the wirer (Cartons weigh approx 16 kg).
- Testing - quality assurance is done regularly to test for fill volume, alcohol and carbon dioxide. The vacuum pressure is measured by pushing a meter through the cork. The torque required to remove screw caps is tested.
- Handling reject bottles - bottles that are rejected are lifted off the line. The bottles can be emptied out by placing the bottles on a rack or placed back onto the line in another location.



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Labeller operator

The duties performed involve the following:

- Rolls of pressure sensitive (PS) labels are taken from a pallet or trolley, are loaded into the labelling machine. Rolls of waste are also removed. The rolls are handled between approximately knee level and shoulder height and this occurs approximately every 5 to 10 minutes (Rolls weigh approx 7 to 12 kg / Rolls of backing weigh up to 20 kg).
- Wet gum labels are loaded into a canister that is then placed into the machine. The weight is approximately 2 to 3 kg. Replacement of labels into the canister occurs frequently. The wet gum labelling machines may not be used very often.
- Fault finding and fixing.
- Changeovers occur as required in this involves the handling of different equipment including star wheels, bows and worms. Change over parts weighing up to approximately 10 kg or greater.
- A quality assurance check occurs regularly. Checks are made on individual bottles (Bottles weigh 1.2 to 2.4 kg each).

**Packer operator**

The tasks performed include the following;

Carton erector

- A pallet containing stacks of carton blanks is placed onto a platform by the forklift operator. Packaging and a sheet of timber may be removed. The operator then takes a stack of blanks (up to 5 to 10 kg), and places these into the loading system on the carton erector.
- Fault finding and fixing may involve carton jams which may involve awkward postures.
- Changeovers occur as required and mandrels have to be moved in and out of the machines (Mandrels weigh approximately 11 to 14 kg and can be awkward to handle).
- Cartons of glue weighing (approx 15 kg) are tipped into a container. The pellets of glue are scooped up and placed into the glue machine on the carton erector (less than 1 kg each time).

Divider inserter - stacks of inserts (less than 5 kg) are placed into the machine. Mandrels are changed as required (may be awkward – Mandrels weigh up to 27 kg).

Packer machine - on occasions, cartons may be handled. Most of the work involves monitoring and clearing jams. The centering device has to be changed as required (Frames weigh up to 33 kg).

Carton taping machine - when the required numbers of bottles are not placed into cartons, the cartons are rejected from the line. Bottles have to be placed into the cartons. There is sometimes lifting and handling of the cartons weighing between 7.6 and 15 kg back onto the line.

Carton labelling machines - rolls of labels are handled and are placed onto the carton labelling machines. Changeovers occur on the machines as required. General cleaning also required.

Palletiser operator

The duties performed involve the following:

- Shrink Wrap film is placed into the shrink wrapping machines (Film weighs approx 15 kg).
- When changeovers occur, adjustments have to be made.
- On occasions, pallets jam and these problems have to be rectified.



OTHER DUTIES

Debinning - bottles are manually removed from the bin and placed onto the line.

Employees vary in their particular technique however employees may grasp two bottles in each hand and then place the bottles onto the line. The bottles may be placed between the thumb and fingers or between different fingers. The bottles have to be positioned vertically.

Binning - bottles are manually removed from the line and placed into wooden bins.



Stickering - for some products, stickers are peeled from a roll and placed onto the bottles.



Erecting cartons - cartons are manually erected. The process that occurs is as follows;

- A carton is taken from a stack and placed vertically.
- The shipper is opened and the flaps for the base are pushed in.
- The shipper is then rotated and placed onto the conveyor.
- Depending on the product, divider inserts are placed into the carton.



Hand packing - employees stand at a conveyor and grasp a bottle in each hand and place this into the carton. Once the carton is full (6 or 12 bottles), it is pushed sideways onto the conveyor.

Packing - the employee removes cartons from the line and places these onto a pallet usually situated on a pallet turntable/scissor lift.



Waxing bottles - the bottle is dipped into wax contained in a bath (consisting of an electric saucepan) and then lifted out. The wax is allowed to drip to remove the excess and the bottle is then slowly rotated to get consistency of the wax. The bottle is then dipped into water and the bottle is either held with one or both hands depending on individual work practices.



Preparing boxes for bottles - some products are placed into wooden boxes.



Neck tags - small tags are placed onto the necks of bottles. This is done as the carton containing bottles moves along the conveyor line.



➤ CELLAR DOOR FUNCTIONS / CAFÉ

CELLAR DOOR FUNCTIONS/CAFE**BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent to constant
Sitting	-
Stooping - when serving meals, reaching into shelving, washing dishes in the sink and handling stock.	Occasional to frequent
Twisting/rotation - when handling stock and when serving meals.	Occasional to frequent
Squatting/kneeling - when cleaning and when reaching to cupboards/storage areas.	Occasional to frequent
MANUAL HANDLING DEMANDS	
Lifting - stock weighing up to 25 kg.	Frequent
Pushing/Pulling - chair and table trolleys. Moderate force required.	Frequent
Carrying - cartons, stock, plates and cutlery	Frequent
Reaching	
Forward - usually within mid-range reach but can be extended at times.	Frequent to constant
Vertical - varies between floor level and above head level.	Frequent to constant
Handling/grasping - both hands would be used with the majority of tasks.	Frequent to constant
<i>Please refer to Cellar Door Functions/Cafe Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

CELLAR DOOR FUNCTIONS/CAFE DUTIES

Cellar door sales can also include cafe/function areas depending on the particular site. The particular roles will also vary as there can be food and beverage attendants, cooks/chefs and kitchen hands. The duties can include the following;

- Cooks/chefs do the food preparation and cooking.
- Kitchen hands assist with food preparation, handling and unpacking deliveries, dish washing and cleaning (mopping, scrubbing and wiping surfaces).
- Food and beverage attendants set tables, set meals and clear tables. Setting up meal and function areas will also be required and this would include moving tables and chairs within the function area and to and from storage areas to the function area.

The particular equipment used/objects handled would include the following;

- Chair and table trolleys, sack truck
- Chairs
- Tables
- Stock delivered for the kitchen and function areas
- Plates and cutlery



➤ **CELLAR DOOR SALES**

CELLAR DOOR SALES

BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent to constant
Sitting	Occasional
Stooping/twisting - when handling stock, reaching into shelving, washing dishes and loading vehicles.	Occasional to frequent
Squatting/kneeling - when reaching to fridges or cupboards.	Occasional
MANUAL HANDLING DEMANDS	
Lifting - cartons weighing up to 20 kg. Individual bottles weigh approximately 1 kg.	Occasional to frequent
Pushing/Pulling - low to moderate force when moving items or when using the trolley to move stock.	Occasional
Carrying - cartons and bottles sometimes up to 5 to 20 m.	Occasional
Reaching	
Forward - varies from close to mid-range and greater.	Frequent
Vertical - varies between ground level to shoulder height but typically at waist height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks.	Constant
<i>Please refer to Cellar Door Sales Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

CELLAR DOOR SALES DUTIES

Cellar door sales can also include cafe/function areas depending on the particular site. Employees who work in the sales and tasting areas require excellent product knowledge and require the right personality to liaise with customers. Employees need to be able to work under pressure when there are a lot of customers. The duties include the following;

- Stocking fridges with bottles of wine. This usually requires reaching between floor level and approximately head height.
- Pouring wine and presenting the wine to customers. This also involves checking the wine for soundness.
- Glass washing and drying glasses.
- Completing transactions for the purchase of products. This involves handling cash and credit cards, using a scanner and using a computer and till.
- Bottles of wine and cartons of wine are accessed for the customer. This requires going to the store room or storage areas to get the required stock.
- Cartons and individual bottles are packed for the customer.
- Some of the transactions involve arranging the freight of wine. This involves taking wine, packing wine and arranging transportation.
- Cartons can be taken to customer's vehicles. The cartons would usually be placed on a hand trolley and taken to the customer's vehicle. The cartons are then placed into the vehicle.
- Placing stock into position and presenting the stock on shelving and other displays.
- Stock is delivered and pallets may be moved by pallet jack. Cartons are moved manually or by hand trolley and placed in stacks in the store area.
- Empty cartons are broken down for recycling.
- Empty bottles are collected for recycling.
- Cleaning and dusting the counters and shelving.
- Cleaning and emptying the spittoons. The spittoons are portable and relatively small.

The particular equipment used/objects handled would include the following;

- Trays of glasses and single glasses
- Bottles of wine
- Cartons of wine
- Pallet jack and sack truck
- Chair and table trolleys





➤ **CELLAR DUTIES - BARRELS**

CELLAR DUTIES – Barrels

BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Constant
Sitting - when operating the forklift	Occasional to frequent
Stooping - when handling and moving barrels, filling barrels, sulphur barrels and taking samples.	Frequent
Twisting/rotation - when handling and moving barrels, filling barrels, sulphur barrels, taking samples.	Frequent
Squatting/kneeling	Occasional
Climbing - on and off the forklift, when building stacks and filling barrels in stacks.	Occasional to frequent
MANUAL HANDLING DEMANDS	
Lifting - up to approximately 30 kg when sliding/lifting one end of a barrel, filling hose weighing up to 4 kg and up to 15 to 20 kg when handling additions.	Occasional to frequent
Pushing/Pulling - moderate force when moving barrels, low force when hammering shives.	Frequent
Carrying - handling chemicals.	Occasional to frequent
Reaching Forward reach would vary from close to the body to extended reach. Vertical reach would vary between ground level to above shoulder height, mostly at waist height.	Frequent to constant Frequent to constant
Handling/grasping - both hands are used with most tasks including filling, topping up, handling barrels.	Frequent to constant
<i>Please refer to Barrel Cellar Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

BARREL CELLAR DUTIES

The volume of barrels at a given location will vary. The processes also varies between sites. The barrels are usually barriques (225 l in capacity) and hogs heads (300 l in capacity). The tasks undertaken can include the following;

Forklift driving

The forklift is driven to move barrels on cradles. The forklift operator has to be precise with the movement and positioning of the cradles/barrels when stacked to ensure that the stacks are stable.



Handling barrels

For a new delivery of barrels, the employee drives the forklift to the back of the truck, rolls the barrels from vertical to horizontal and onto a platform, lowers the platform to the ground and rolls the barrels off.

Handling barrels onto cradles

Barrels are moved by a rolling action. When using cradles, the empty barrels must be lined up correctly on the cradle once filled so that stacking of the cradles remains vertical in the warehouse. The employee has to grasp either side of the barrel and partially lift and then slide the barrel sideways until correctly aligned on the cradle.



Building up stacks

The process that occurs can be similar to the following;

- The barrels at floor level are rolled into position on timber rails and aligned properly using chocks (timber wedges). A spirit level and string may be used to align the barrels.
- The second row of barrels are rolled into position and then levered on top of the first level by 2 employees.
- The third row of barrels are moved into position from the forklift that has a scissor attachment. There is a jig on the forklift that the barrels are placed on. In other situations, the 3rd row is done manually with 2 employees pushing and pulling barrels sometimes with 1 foot placed on the bottom level of barrels.
- The fourth row of barrels are moved into position from the forklift that has a scissor attachment. There is a jig on the forklift that the barrels are placed on. Alternatively a barrel lifter is used.

Chocks are used to wedge the barrels. A mobile ladder and mobile platform are used to assist with reaching and handling.



Barrel filling

Empty barrels are filled with wine. The bungs are removed. The filling hose or stainless steel tube is inserted into the hole of the barrel and the process is commenced pending operation used i.e. either manual valve operation or a Rapidfill unit. A valve is turned sideways to release the wine into the barrel. The filling process takes approximately 2 to 5 minutes. The Silicon bung is twisted into position or alternatively calico is placed over the timber shive that is then hammered into position. The excess calico is removed with a knife.

The barrels may have to be rotated. Given the weight of the barrel, this cannot be done unassisted. A trolley is wheeled underneath the cradle and a compressed air operated platform with wheels raises the barrel. The barrel can then be rotated and this requires holding either side of the barrel, squatting and lifting the barrel to rotate and turn the barrel effectively away from the body. Alternatively, a lever can be used to turn the barrels.





Filling and emptying barrels in stacks

- The bungs must be removed and this requires gripping and pulling/twisting. Sometimes a screwdriver may be required for extra leverage. The bung is replaced after filling.
- The 1st level of barrels is filled standing at ground level. Filling the 2nd, 3rd and 4th row requires climbing up the barrels. It requires stepping up approx 60cm each time. The filling pipe and hose are pulled up or other employees hand the equipment to the operator.
- A similar process occurs when emptying barrels. The wine is suctioned out.



Emptying barrels

Barrels containing wine are on cradles that are moved into position by forklift. The cradle is placed in position. The barrels may have to be turned and a barrel raiser or lever is used. The bung is removed (twisted for Silicon or hammered out for timber). A deshriver may also be used to drill a hole in the timber before pulling on the sliding hammer to remove the bung. A stainless steel hose is inserted into the hole of the barrel and the wine is suctioned out.

Barrel washing

Barrels on cradles are moved into position by forklift. The cradle is placed in position and has to be turned to a 6 o'clock position using a barrel raiser or lever. Some barrel washers are designed with wheels that facilitate the rotation of the barrels. The bung is removed in a similar way to that described previously. Wash spears are then inserted into the hole on the barrel and a valve is released to wash out the barrel. Once the process is completed, the cradle containing the barrels are removed by forklift.



Sulphur barrels

Once any barrel has been emptied, sulphur has to be placed into the barrel within 10 days. If the barrel remains empty, the process is repeated once per month. When a barrel has been washed out, it is left to dry for 24 hours before the sulphur process occurs. The barrel is rotated to 12 o'clock position using a barrel raiser or lever. There are two methods of placing sulphur into the barrel. One method involves moving a container of sulphur dioxide on a hand trolley. A probe connected to the container with the sulphur is inserted into the barrel. The lever on the valve is turned on and off quickly to insert 10 ml of sulphur. Calico is placed under the timber shive and this is then hammered into position. Otherwise a silicon bung is fitted. The other method is to use sulphur rings. This process involves placing sulphur rings onto a wire, lighting the sulphur rings with a gas torch and then inserting the sulphur rings into the barrel. A silicon bung is inserted into the hole to maintain a seal. Once completed, the bung is removed and the wire is then removed. The bung is quickly replaced.



Barrel topping

The barrels are topped up as required. The bottom layer of barrels on the cradles are topped up using a trigger nozzle (similar to a beer gun). The bung is twisted and removed and the nozzle is inserted. Once the filling is completed, the bung is twisted back into position. For the other levels, equipment including a portable aluminium steps and scissor lift platform are used.



Battonage/barrel stirring

The task involves using a battonage stirrer to stir up the lees in the barrels. The action required is to move the stirrer up and down and also sideways. This requires a twisting action and results in a combination of pronation and supination and lateral flexion of the wrist. The bottom two rows are done whilst standing at ground level. The top two rows are usually done whilst standing from a platform.



Barrel sampling

Samples of wine are taken from barrels mostly situated at ground level. The process that occurs is either of the following;

- The bung is twisted and removed. A piece of plastic tubing is inserted into the barrel and the wine then flows through the tube and into a bottle. The bung is then placed back into position.
- Another method is to use a battery drill and drill into the head of the barrel. A sample is then taken similar to the previous method. A wooden spigot is then hammered into the head. Done when bung cannot be removed.

**Cutting Calico**

Small squares of calico are cut from a roll. A template is placed on to the calico and both items are folded together. A knife is then used to cut down the edge of the calico. A small template is then used and the calico and template are folded. A knife is then used to cut down the edge so that the calico becomes small squares.

**General cellar duties**

There are a number of additional tasks undertaken as required in the wood cellar/barrel storage area including;

- Moving hoses
- Connecting hoses to tanks and pumps.
- Moving pumps
- Adding additions to the top of tanks. The additions may weigh approximately 10 kg.
- Cleaning tanks using a spray ball.



➤ **CELLAR DUTIES – RED AND WHITE****CELLAR DUTIES – Red & White****BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck		██████████	
Back		██████████	██████████
Shoulders		██████████	██████████
Elbows		██████████	██████████
Wrists / Fingers		██████████	██████████
Legs		██████████	██████████

Critical Physical Demands	Frequency
NOTE: Workload and work pace is greatest during vintage, a period of 8 to 12 weeks each year.	
POSTURAL DEMANDS	
Standing and walking	Frequent to constant
Sitting	Occasional
Stooping - can occur when handling additions and when moving equipment.	Frequent
Twisting/rotation - twisting of the neck and spine can occur when handling equipment including hoses and fittings.	Frequent
Squatting/kneeling - when handling fittings, hoses and other equipment.	Occasional to frequent
Climbing/stepping - occurs when accessing catwalks, ladders and tanks.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - lifting bags of chemical (to 25 kg), fittings (to 12 kg) and sulphurtometers (up to 20 kg).	Occasional to frequent
Pushing/Pulling - push pull force would vary from low to moderate and sometimes greater when moving hoses and pumps, shovelling and raking.	Occasional to frequent
Carrying - includes handling additions and fittings.	Occasional to frequent
Reaching Forward reach would vary from close to the body to extended reach. Vertical reach would vary between ground level to above shoulder height.	Frequent to constant Frequent to constant
Handling/grasping - both hands are used in most operations.	Frequent to constant
<i>Please refer to Cellar Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

CELLAR DUTIES - Red and White

Duties performed vary depending on the time of the year. Some of the tasks are only undertaken during vintage. The tasks will vary between locations;

Moving wine between tanks.

The task requires moving pumps to the tank, dragging/carrying hoses (50 & 75 mm diameter) to the same area, attaching a cutout/fitting to the tank and then connecting the hose to the cutout and the pump (centrifugal/mono). Hoses are connected to pipeline stations. Connecting the hose involves tightening the nut by hand and then by spanner. The cutout is held with one hand whilst the other hand tightens the nut by hand and then with the spanner.



Transfer tanker loading

- Wine is transferred to and from tankers. This occurs as required throughout the whole year. Loading of tankers takes approx. 30 minutes. Unloading of tankers varies between approx. 20 minutes and one hour with longer periods taken when wine is pumped through the juice warmer.
- Hoses, cutouts and pumps are used. Connections are secured (tightened by hand and then spanner) between the tank and tanker. This occurs at the side or rear of the tanker. Climbing on and off the top of the truck can be required to check levels. Dry ice (up to 10 kg) can be carried to the top of the truck and placed through hatches.



Filtration:**Using equipment including a flowmeter, mixing tub, pad filter and cuno filter**

- Hoses and fittings are connected. The equipment is pushed/pulled about as required. Moderate effort can be required.
- The cuno filter is used throughout the year. The housing is lifted on and off and this may occur once every two to three weeks normally and a maximum of once per day if any problems arise. Lifting the housing on or off can be done by hand or using a block and tackle.
- The pads in pad filters are placed in position. These weigh less than 1 kg and approximately 50 pads are added. A lever is tightened to compress the pads together.

**Earth filtration**

- Bags of earth are handled from pallets. Depending on the machine, a full 23 kg bag is tipped into the tank. At smaller Earth filtration machines, the bag is placed near the filtration machine, cut open with a knife and a scoop is used to place the Earth into the machine.
- At RDV/RVF (rotary drum vacuum/rotary vacuum filtration), bags of earth are emptied into a tank or hopper.

**Additions**

Additions involve preparing and adding chemicals to wine;

- Sulphurtometer - this is a stainless steel device that contains sulphur. They vary in size and weigh between 8 kg and 20 kg. The process occurs year round. The sulphurtometer can be carried up the steps to the top of tanks in the tank farm.
- Dry goods - bags of chemicals weighing 25 kg are taken from the storage area and placed onto the sack track or on the forklift and moved to the area as required. At other times, a scoop is used to scoop material from tubs into a bucket. The bucket is connected to a hook and weighed on a scale. The bucket is then carried to tanks at ground level and tipped into the tank or alternatively carried up steps and added to the top of the tank.
- Chemicals such as Bentonite are in bags weighing 25 kg. The bags are lifted within a few m to the side of a mixing tank, the bag is cut open and the contents tipped into the tank.
- Mixing chemicals - chemicals tipped into water are mixed using a hand rammer. There is reaching and some resistance.



Tank/vessel entry

Employees access tanks as required. This involves opening the door at the base of the tank and climbing in and out - this is awkward. The method is to lead with one leg, wriggle the body into the tank and then bring the trailing leg in. Another method sometimes used is where the employee stands with their back facing the tank. Whilst holding onto railing they place their legs in and work their way into the tank.

Opening and closing of the doors occurs at approximately waist to chest height. The task can require a large amount of force particularly when the doors do not locate easily. This varies depending on the particular mechanisms.



Tank cleaning - internal

There can be different techniques. Employees access the tank only as required;

- A spray ball/spray disk is carried to the tank. It may be carried up the stairs and lifted into the opening on the tank. The spray ball is then connected to a hose to clean the tank. Caustic is scooped out of a drum and placed into a bucket and used as part of the cleaning process.
- A stainless steel tripod is placed through the door at the base of the tank and opened out. Another section is then connected to the tripod. This task is extremely awkward when placing the tripod into position as this is done with outstretched arm position whilst stooping. This similarly occurs when placing the top section into position however it is more awkward due to the vertical and horizontal reach required.



Tank cleaning - external

When washing the exterior of tanks, a long handled brush is used. This requires reaching up and down to clean the tank.



Tank filling

Cutouts, hoses and pumps are connected between the tank and pipeline stations. Filling of the tank can take anywhere from 5 to 30 minutes. The operator monitors the tank filling process to ensure that over filling does not occur. This requires looking up and observing the sight glass, checking the litres or going up to the top of the tank and checking.

Fermentation:

Vinomatics

The vinomatics are used during vintage. The tasks include the following;

- Operate the controls, handle hoses and handle the doors.
- Doing additions (up to 25 kg in weight), getting samples and cleaning the screens once per year (climbing inside the Vinomatics).

Static/swaps

Move hoses, handle cutouts and handle chemical additions weighing up to 25 kg.

Open fermenters

The duties can include;

- Monitoring the fermentation process.
- Operating the controls where there is automation.
- Foot treading.
- Digging out skins where the process is undertaken manually.



Membrane press

The bag press is operated during vintage. The cellar hand is responsible for operating the bag press and using the controls. Hosing the inside of the bag press occurs - requires squatting underneath the bag press and standing up through the access hole. During vintage, screens have to be moved in and out of the bag presses. This requires climbing in and out of each bag press to handle the screens (up to 10 kg each). There is a lot of reaching and effort required. A shovel and broom are used to clean up the skins as required.



Screw press

Hoses and fittings are connected. Monitoring occurs.



Basket press

The basket presses are moved about as required.

**Centrifuge**

- Hoses and fittings are connected and disconnected and moved about.
- Valves are opened and closed.
- Pumps of various types are moved and used as needed.

Racking

The task involves lowering a racking arm (PVC pipe or stainless steel) with a hose attached through the tank opening. This device is used to clean off on top of the lees. The process occurs regularly throughout the year and more so during vintage. The racking arm is placed onto a stand or secured in position to keep it in the correct position.

**Lees removal from tanks**

The lees are removed from tanks. This requires using a broom and reaching through the door on the tank. The solids are dragged to the front outlet.

**Red ferments**

The red ferments are removed from the static fermenters. This requires using a long handled fork and reaching through the door on the tank. The skins are dragged to the front outlet on the tank. The action is to lift the fork and reach into the tank, drop the rake down and then rake the ferments out.

Tank checks

The task involves opening the top lid of the tank to check the wine quality or before emptying. The dip is also checked as required and this is done by lowering a “toilet cistern ball” on a tape measure.

**Planking**

Tank planking involves the process of installing timber planks into tanks. An employee feeds the timbers into the tank and someone inside the tank places the planks into position. The number of planks per tank varies up to approximately 600. Employees have to access the tank. The technique would be the same as described previously. There can be different planking techniques;

- Planks are placed onto rings.
- Planks are contained together and hung as a whole.
- Planks are placed over stainless steel rails and secured with a circlip.

Bags of oak chips (pillow bags) weighing approx. 5 to 8 kg are placed into the tank and tied in position or tossed in. There can be up to 50 bags in one tank. When removing bags of saturated oak chips, the bags weigh approx. 10 kg.

**Tank sampling**

A bottle is held underneath the tap on the tank door. The tap is opened and a sample flows into the bottle. The tap is then closed.



General cleaning

A high-pressure water cleaner and a high-pressure water sweeper is used when required to clean surfaces. A squeegee is used at times to clean the floor surfaces. A shovel can also be used at times.



Receivals bin

The crushers are only operational during vintage. The operators do tasks including;

- Use a hose and spray water on the bin or truck.
- Activate the controls on the crusher.
- Climb up and down the steps and stairs as required to rectify any problems such as jams in the crusher.
- Pour chemicals into the receivals bin.
- Reach into the crusher pit with a long handled stainless steel fork to pull vine stumps and other material out of the crusher. This requires pulling and dragging actions at full reach at times and under load.
- Hose out bins once emptied and crusher pit when all fruit has been processed.
- Assist the truck driver line up the truck under the gantry (where applicable).
- Operate a forklift and unload bins from trucks (where applicable).



➤ FORKLIFT DRIVING

FORKLIFT DRIVING BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
NOTE: Workload can vary at different times of the year.	
POSTURAL DEMANDS	
Standing and walking	Occasional
Sitting	Constant
Stooping	Occasional
Twisting/rotation - when reversing the forklift and viewing storage areas.	Frequent to constant
Squatting/kneeling	Occasional
Climbing/stepping	Frequent
Neck extension (looking up) – when looking up to pallets in the stacks.	Frequent
Next rotation - occurs frequently and repetitively.	Frequent
Vibration - extent will vary depending on the ground surfaces.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - in general, the lifting demands are low. The exception is when picking products when the weight handled is up to 15 to 20 kg.	Occasional to frequent
Pushing/Pulling - mild push pull force when moving levers with the right hand and steering with the left hand. Moderate force required removing curtains and gates on the side of semitrailers.	Frequent to constant
Reaching	
Forward reach would usually be mid-range.	Frequent to constant
Vertical reach would usually be approximately chest height.	Frequent to constant
Handling/grasping - the left-hand grasps the spinner knob with a spherical grasp. Both hands are used when handling curtains and gates on trucks.	Frequent to constant
<i>Please refer to Forklift Driving Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

FORKLIFT DRIVING DUTIES

Forklifts are used at wineries for a number of different processes on both winery/cellar and packaging operations. The roles can be divided between a number of forklift operators depending on the particular winery;

PACKAGING

Unloading glass from trucks - pallets containing glass bottles are unloaded from trucks and placed in a storage area. As required, pallets are moved to depalletisers or the locations where bottles are unloaded at the start of bottling lines.



Unloading and moving dry goods - dry goods including chemicals, capsules, labels and other items are unloaded and placed into storage or warehouse areas. As required, pallets of packaging material are moved from the warehouse areas to the required position at the packaging line.



Finished goods - pallets of new product are taken from the packaging area and placed into the required location in the warehouse. This can be done with a reach truck or counterbalanced forklift.



Battery room - forklift batteries are recharged in a charging room. Batteries from counterbalanced forklifts are lifted in and out of the forklift by overhead crane or jib attachment to another forklift. Batteries from reach trucks are moved by using a trolley that has a magnet to pull the battery out of the reach truck and onto rollers. Electrical cables are connected.



Order picking - using a pick slip, cartons are moved out of racking and onto a pallet on the forklift/reach truck. Pallets are taken to a pallet wrapping machine and the pallets are shrink-wrapped. Alternatively, pallets are manually shrink-wrapped.



Loading trucks - pallets of new product are loaded onto trucks. Empty pallets are loaded onto other trucks.



Loading shipping containers - pallets containing cartons of wine are loaded into shipping containers using slip sheets. Manual loading of cartons from a pallet into shipping containers may occur in some circumstances or locations.



WINERY/CELLAR

Moving equipment and wine barrels - in cellar/winery areas, pallets of chemicals, mixing tanks, various equipment and cradles with wine barrels are moved.



Unloading grape bins - from trucks during vintage.



Changing gas cylinders or refilling gas - gas cylinders may be changed or alternatively the gas cylinder is refilled.

When loading and unloading trucks, forklift operators may assist with the handling of gates and curtains along the side of the semitrailers.

➤ **GROUNDWORKER – GARDENER****GROUNDWORKER/GARDENER****BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
NOTE: the work would vary depending on seasonal requirements.	
POSTURAL DEMANDS	
Standing and walking	Constant
Sitting	-
Stooping - when undertaking various gardening duties.	Frequent
Twisting/rotation - when undertaking various gardening duties such as weeding.	Frequent
Squatting/kneeling - when undertaking various gardening duties.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - the weights handled would vary depending on the type of garden materials moved.	Occasional frequent
Pushing/Pulling - when moving wheelbarrows, equipment and garden waste.	Occasional to frequent
Carrying - tools, equipment and garden waste.	Frequent
Reaching	
Forward - varies from close to mid-range and greater.	Frequent
Vertical - varies between ground level and sometimes above shoulder height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks.	Constant
<i>Please refer to Grounds/Gardening Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

GROUNDS/GARDENING DUTIES

A grounds person/gardener is employed at some locations. The duties undertaken would include the following;

- Irrigation installation and repairs.
- Checking irrigation.
- Placing mulch into garden beds.
- Lawnmowing - push pull/ride on lawnmower.
- Weeding garden beds.
- Pruning.
- Cutting trees with a chainsaw.
- Brush cutting.
- Sweeping or blowing away vegetation.

A variety of tools and equipment would be used including;

- Push pull and ride on lawnmowers, chainsaw, blower and brush cutter.
- Secateurs, edgers, shovel, spade and crowbar.
- Various hand tools.
- Wheelbarrow.



➤ GROWER LIAISON OFFICER

VINTAGE FIELD OFFICER/GROWER LIAISON OFFICER BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck	██████████	██████████	
Back	██████████	██████████	
Shoulders	██████████	██████████	
Elbows	██████████	██████████	
Wrists / Fingers	██████████	██████████	
Legs	██████████	██████████	

Critical Physical Demands	Frequency
NOTE: Workload occurs prior to and during vintage, a period of 8 to 12 weeks	
POSTURAL DEMANDS	
Standing and walking - in vineyards.	Occasional to frequent
Sitting - during meetings and when driving.	Frequent
Stooping - in vineyards.	Occasional
Twisting/rotation - in vineyards.	Occasional
Squatting/kneeling - in vineyards.	Occasional
MANUAL HANDLING DEMANDS	
Lifting - less than a few kilograms.	Occasional
Pushing/Pulling	Occasional
Carrying	Occasional
Reaching	
Forward - up to mid-range.	Frequent
Vertical - could vary between ground level and shoulder height at times	Frequent
Handling/grasping	Frequent
<i>Please refer to Vintage Field Officer/Grower Liaison Officer Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

VINTAGE FIELD OFFICER/GROWER LIAISON OFFICER DUTIES

A Vintage Field Officer/Grower Liaison Officer is employed for a period of time prior to and during vintage. This can span a period of 8 to 12 weeks each year. The key tasks include the following;

- Liaison with winegrape growers regarding progress with grape ripening and the timing for harvesting and the delivery of grapes for crushing. There can be significant driving required both within and to and from a wine region.
- Plan and coordinate grape intake during vintage.
- Ensuring that grape quality matches the requirements of the winemaker.
- Provide technical advice to private winegrape growers.
- Manage communication between the company and private growers.
- Assess supply opportunities.
- Assist in developing and maintaining grower assessments and statistics.
- Implement and maintain quality assurance policies.
- Organise grower functions and promotional activities.

➤ **HAND PICKING**

HAND PICKING BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
NOTE: Workload can vary at different stages of vintage.	
POSTURAL DEMANDS	
Standing and walking	Constant
Sitting - does not usually occur.	-
Stooping - when picking grapes.	Frequent to constant
Twisting/rotation - twisting of the neck and spine occurs when picking grapes.	Constant
Squatting/kneeling - may occur depending on the vines and individual work practices.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - the bucket handled can weigh up to 10 kg when full however it would typically average approximately 7 kg.	Constant
Pushing/Pulling - clearing canes would generally require low to moderate force.	Occasional to frequent
Carrying - buckets carried from vine to vine.	Frequent
Reaching	
Forward - varies from close to mid-range.	Frequent to constant
Vertical - varies between ground and my body range and occasionally above shoulder height when the grapes are tipped into the bin on the rear of the tractor.	Frequent to constant
Handling/grasping - both hands are used with one hand using secateurs and the other hand handling each bunch of grapes.	Constant
<i>Please refer to Hand Picking Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

HAND PICKING DUTIES

The work occurs during vintage each year, a period between approximately 8 to 12 weeks.

- Employees and contractors work in teams.
- There are usually two persons picking grapes at each vine.
- Secateurs are used with one hand and each bunch of grapes is handled with the other hand and placed into a 10 L plastic bucket.
- The bucket containing grapes is emptied into a grape bin being towed by a tractor. Handling of buckets may be done by another person.



➤ **LABORATORY**

LABORATORY BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent to constant
Sitting - may occur at times in the laboratory.	Occasional
Stooping	Occasional to frequent
Twisting/rotation - when undertaking various laboratory duties.	Occasional to frequent
Squatting/kneeling - when undertaking various laboratory duties and when taking samples in the cellar/winery.	Occasional
Climbing/stepping - accessing catwalks and using ladders in the cellar/winery areas.	Occasional
MANUAL HANDLING DEMANDS	
Lifting - the weights handled would vary and could range from less than a few kilograms up to 20 kg.	Occasional to frequent
Pushing/Pulling - when using trolleys, moving lids on tanks and handling equipment in the laboratory.	Occasional
Carrying - bottles, baskets of bottles or samples.	Occasional
Reaching	
Forward - varies from close to mid-range and greater.	Frequent
Vertical - varies between ground level to shoulder height but typically at waist height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks.	Constant
<i>Please refer to Laboratory Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

LABORATORY DUTIES

There is a wide range of duties undertaken in the laboratory. Some of the work requires going to the cellar areas to take samples.

The duties include the following;

- Laboratory testing - wine (in sample or bottle form) is taken to the laboratory. A variety of different tests are done in the laboratory. The work is mostly done at bench level. There are various tests for maturity analysis, sugars, sulphurs, volatile acidity, pH and total acidity. When a new run of product occurs, a sample is collected in filtration and taken back to the laboratory. Testing then occurs to obtain the DO (dissolved oxygen) reading, carbon dioxide reading and alcohol level. Various equipment is used in the laboratory including a microscope, centrifuge, autoclave, incubator, fume hood, turbidity meter, orbisphere, segmented flow water analyser and titrators. A computer is used as part of the process. Washing occurs in the sink. Different chemicals are used up to approximately 5 to 10 kg at most times but sometimes up to 20 kg.
- Taking samples in the cellar - this requires placing a bottle underneath taps on the tanks, releasing the tap and collecting a sample. This is then taken back to the laboratory. Samples are sometimes taken from the top of tanks. This requires removing the lid of the tank and lowering a cylinder into the tank before removing a sample.
- Taking samples in the barrel shed - this is done by using a plastic hose and a bottle. A mobile ladder is used to access the barrels so that sampling can be done.

Various equipment and objects are handled including;

- Bottles of wine
- Pipettes
- Corkscrew
- Containers of chemicals

The work occurs in different environments including;

- Laboratory
- Cellar
- Barrel storage





➤ MACHINE HARVESTING

MACHINE HARVESTING**BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
NOTE: Workload and work pace can vary at different stages of vintage.	
POSTURAL DEMANDS	
Standing and walking - occurs to a minor extent when operating the harvesters and tractors. Would occur frequently when observing.	Occasional to frequent
Sitting - is usually sustained when driving the harvesters and tractors.	Constant
Stooping - occurs for the observer when clearing canes.	Occasional to frequent
Twisting/rotation - twisting of the neck and spine occurs when driving tractors and harvesters.	Constant
Squatting/kneeling - may occur occasionally as observer.	Occasional
Climbing - the tractor and harvester cabins are climbed in and out of. Vertical ladders on harvesters are climbed up and down by observers and operators as required.	Occasional to frequent
Vibration - would occur to a variable extent when driving along rows.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - in general, the lifting demands are low.	Occasional
Pushing/Pulling - clearing canes would generally require low to moderate force.	Occasional to frequent
Carrying	Occasional
Reaching	
Forward reach would vary from close to the body to extended reach.	Frequent to constant
Vertical reach would vary between ground level to above shoulder height when climbing.	Frequent to constant
Handling/grasping - both hands are used in most operations. Static handling occurs when driving tractors, harvesters and all-terrain vehicles.	Frequent to constant
<i>Please refer to Harvesting Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

MACHINE HARVESTING DUTIES

The work occurs during vintage each year, a period between approximately 8 to 12 weeks. The particular machinery used will vary depending on the particular winery:

- Employees may rotate between the different duties.
- Occurs with the use of harvesters and tractors. Harvesters can be tow behind where the harvester is towed by tractor or self-propelled.
- The operator of the harvester works in unison with a tractor operator towing a bin or gondola that the grapes are deposited into.
- The tractor operator towing a bin or gondola tows this equipment to a holding area once full. The grapes from the gondola is tipped into a semi-tipper. The standard grape bins are lifted by forklift and placed onto the rear of trucks.
- An observer may walk behind the harvester or operate machinery such as an all-terrain vehicle. The observer removes canes caught up and will get on top of the harvester when stationary to clear out any blockages of canes. Most employers will prohibit the observer climbing up the ladder and onto the harvester when it is mobile.





➤ MAINTENANCE – WASTE WATER

MAINTENANCE - WASTE WATER**BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent
Sitting - may occur at times if using a 4 wheeled motorbike.	Occasional to frequent
Stooping - when undertaking various wastewater related duties.	Occasional to frequent
Twisting/rotation - when undertaking duties in the wastewater area.	Occasional to frequent
Squatting/kneeling	Occasional
Climbing/stepping - accessing catwalks and ladders in the wastewater area.	Occasional to frequent
MANUAL HANDLING DEMANDS	
Lifting - the weights handled would vary and could range from less than a few kilograms up to 25 kg if handling bags of lime or other materials.	Occasional to frequent
Pushing/Pulling - when using tools, handling equipment and handling materials.	Occasional
Carrying - tools, equipment and materials.	Occasional
Reaching	
Forward - varies from close to mid-range and greater.	Frequent
Vertical - varies between ground level to above shoulder height. Would mostly be at waist height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks.	Constant
<i>Please refer to Wastewater Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

WASTEWATER DUTIES

The duties of the employee dedicated to managing wastewater can include the following;

- Irrigation - visual checking of irrigation and doing repairs in vineyards or other areas.
- Wastewater - monitoring and managing wastewater. Additional duties can include handling bags of lime, hosing down, shuttling, cleaning out tanks (confined space entry) and doing maintenance on equipment.
- Maintaining records for the EPA.



➤ **MAINTENANCE – FITTERS, ELECTRICIANS AND MECHANICS****MAINTENANCE - FITTERS, ELECTRICIANS AND MECHANICS****BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck		██████████	
Back		██████████	
Shoulders		██████████	
Elbows		██████████	
Wrists / Fingers		██████████	
Legs		██████████	

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent
Sitting - may occur at times on site and in the workshop.	Occasional to frequent
Stooping - when undertaking various maintenance duties.	Occasional to frequent
Twisting/rotation - when undertaking various maintenance duties when working on equipment or working in confined spaces or areas awkward to access.	Occasional to frequent
Squatting/kneeling - when undertaking various maintenance duties.	Occasional
Climbing/stepping - accessing catwalks and using ladders.	Occasional to frequent
MANUAL HANDLING DEMANDS	
Lifting - the weights handled would vary and could range from less than a few kilograms to in excess of 20 kg for the different professions.	Occasional to frequent
Pushing/Pulling - when using tools, handling equipment and handling materials.	Occasional to frequent
Carrying - tools, equipment and materials.	Occasional to Frequent
Reaching	
Forward - varies from close to mid-range and greater.	Frequent
Vertical - varies between ground level to above shoulder height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks.	Constant
<i>Please refer to Maintenance Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

MAINTENANCE DUTIES

Depending on the particular worksite, maintenance employees can be electricians, mechanics and fitters. Maintenance employees spend time in the workshop and also across the site undertaking maintenance duties.

The duties would include the following;

- Electricians - electrical repairs are completed on pumps, motors, control panels and switchboards both for breakdown and maintenance work. Lights are repaired and installed. Testing and tagging appliances and electrical cables is undertaken.
- Mechanics - mechanics undertake repairs and maintenance work on all vehicles that can include trucks, forklifts, harvesters and fourwheeled motorcycles.
- Fitters/engineering maintenance - the duties include maintenance, servicing, repair and fabrication. The work occurs on equipment including valves, pumps, bottling/filling equipment, irrigation equipment and stainless steel pipework. Specific equipment used can include welders (mig, tig, oxy and arc), angle grinder and machines including a lathe/milling machine and pedestal drill. In some instances, employees may do general painting and carpentry work in buildings.

Depending on the particular profession, various hand tools and equipment are used. This can include;

- Hand tools such as spanners, screwdrivers, sledgehammer and hammer.
- Welding equipment, angle grinder, electric drill, cutoff/drop saw, electric drill and cordless drill.
- Lathe, milling machine, linisher and pedestal grinder.

The work environment includes the workshop areas, cellar areas, packaging, general site and buildings.



➤ NURSERY HAND

NURSERY HAND BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck		██████████	
Back		██████████	
Shoulders		██████████	
Elbows		██████████	
Wrists / Fingers		██████████	
Legs		██████████	

	Frequency
POSTURAL DEMANDS	
Standing and walking	Constant
Sitting - varies depending on the task. Occurs if using a forklift.	Occasional to frequent
Stooping - when leaning into storage bins.	Occasional to frequent
Twisting/rotation - when handling canes.	Frequent
Squatting/kneeling - when working in the glasshouse.	Occasional
MANUAL HANDLING DEMANDS	
Lifting - the weights handled vary and can be approximately 2 kg for a bundle of 100 canes, 4 kg for a bundle of 200 canes and approximately 10 to 15 kg per box containing 200 canes with vermiculite.	Occasional to frequent
Pushing/Pulling - low to moderate force when moving wheelbarrows, pallet/pallet jacks, using a shovel, when potting and when using a pallet jack.	Occasional to frequent
Carrying - tools and equipment.	Frequent
Reaching	
Forward - varies from close to mid-range and sometimes greater.	Frequent
Vertical - varies between ground level and sometimes up to shoulder height. Mostly at waist height.	Frequent
Handling/grasping - both hands would be used with the majority of tasks. Repetitive use of secateurs can be required.	Constant
<i>Please refer to Nursery Hand Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

NURSERY HAND DUTIES

Nursery hands undertake specific work in viticultural nurseries operated by some wineries. The work is casual and seasonal. The tasks undertaken include the following;

Grafting

The grafting of vines occurs between approximately mid August and the end of October each year. At the nursery operated by Yalumba, approximately 1,000,000 root stocks are grafted each year.

The process involves the following;

- A bundle of root stock is taken from a pallet sized bin. A single root stock is removed from the bundle, the base is cut with secateurs, the rootstock is dipped into root hormone and rootstock is then disbudded with secateurs or a knife.
- The particular variety being grafted is cut with secateurs into sections and then cut in an angle in between the buds. The part being grafted onto the rootstock is known as the scion.
- The scion and the rootstock are placed together and joined together in an air operated machine. This is operated with a footpedal.



Vinefera

This particular task is done on a seasonal basis approximately June and November each year. At the nursery operated by Yalumba, approximately 150,000 are done per year. The process involves the following;

- Bundles of variety are handled. Individual canes are removed and dipped into a plant hormone (IBA or Indole Butyric Acid). If the
- The canes are bundled up and placed into vermiculite in a plastic bin.



Trimming

Trimming occurs between approximately mid June and mid-August each year. 1-year-old vines are handled, cut with secateurs and the canes are then bundled up and taped in quantities of 25. These are then sent to customers.

Callusing

The process of callusing involves the following;

- 200 canes are placed into waxed cardboard boxes. The couple box is filled with vermiculite. Each box varies between approximately 10 to 15 kg. The difference in weight depends on the level of saturation.
- The boxes are placed on a pallet. Pallets are transferred into the callus room where the conditions are set at 28° Celsius and 80% humidity. The
- The process occurs for approximately 14 days. During this period, the canes are checked.
- The boxes are brought out of the callus rooms and the canes are planted in glasshouses or in field nurseries.

**Glasshouses**

Different duties are undertaken in glasshouses;

- Grafted varieties are potted and placed onto pallets.
- Grafted varieties are taken outside and trimmed using a hedge cutter.
- Cuttings are taken from tall plants (mother vines), put into trays of Oasis for 3 weeks and then placed into pots. The plants are then placed into the glasshouse.



➤ **STOREPERSON**

STOREPERSONS BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
POSTURAL DEMANDS	
Standing and walking	Frequent to constant
Sitting	-
Stooping - when picking cartons	Frequent to constant
Twisting/rotation - when picking cartons.	Frequent to constant
Squatting/kneeling	Frequent
Climbing/stepping	-
MANUAL HANDLING DEMANDS	
Lifting - up to 15 to 20 kg when handling cartons.	Frequent
Pushing/Pulling - moderate when moving cartons and using a pallet jack.	Frequent to constant
Reaching	
Forward reach would usually be mid-range but can be extended at times.	Frequent to constant
Vertical reach would usually be between ground level and approximately chest height. Vertical reach would be higher when loading shipping containers.	Frequent to constant
Handling/grasping - both hands are used when handling cartons.	Frequent to constant

Please refer to Storeperson Duties List (next page).

EMPLOYERS COMMITMENT

Our company supports early return to work of its employees and suggest the following alternative duties:

1. _____
2. _____
3. _____

DOCTOR'S NOTES

OFFICE USE ONLY

Employee's Name:

Date:

Doctor:

PMC #:

STOREPERSON DUTIES

Storepersons typically drive forklifts. The depiction of forklift operating duties is detailed in another description.

Duties specific to those undertaken by a storeperson that do not exclusively require use of a forklift or similar equipment would include the following;

- Using a pick slip, cartons are moved out of racking and onto a pallet on the forklift/reach truck/electric pallet jack. Pallets are taken to a pallet wrapping machine and the pallets are shrink-wrapped. Alternatively, pallets are manually shrink-wrapped.
- Dry goods including chemicals, capsules, labels and other items are taken from storage or warehouse areas and moved to or any other position required.
- Some shipping containers are manually loaded. This involves handling cartons from pallets and stacking these into shipping containers.



➤ **TRACTOR DRIVING**

TRACTOR DRIVING BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands	Frequency
NOTE: Workload can vary at different times of the year.	
POSTURAL DEMANDS	
Standing and walking	Occasional
Sitting	Constant
Stooping - could occur when fitting attachments and doing checks.	Occasional
Twisting/rotation - sustained twisting of the neck and spine often occurs when driving tractors.	Frequent to constant
Squatting/kneeling - when fitting attachments and doing checks.	Occasional
Climbing/stepping - tractor cabins are climbed in and out of.	Occasional
Vibration - would occur to a variable extent when driving along rows.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - in general, the lifting demands are low.	Occasional
Pushing/Pulling - manoeuvring attachments can be awkward. The force would vary. Pedals are depressed.	Occasional to frequent
Carrying	Occasional
Reaching	
Forward reach would usually be mid-range.	Frequent to constant
Vertical reach would usually be approximately waist height.	Frequent to constant
Handling/grasping - both hands are used in most operations. Static handling occurs when steering and operating controls.	Frequent to constant
Please refer to Tractor Driving Duties List (next page).	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

TRACTOR DRIVING DUTIES

The tractor is used for different operations in vineyards at different times of the year. Different attachments are placed on the tractor. Application of a tractor includes the following;

- Towing a harvester.
- Towing a bin or gondola during machine and hand harvesting.
- Sweeping and mulching.
- Slashing.
- Pruning.
- Weedicide and fungicide spraying.
- Post-knocking during new vineyard development and when replacing broken posts.

When operating a tractor, the driver has to;

- Fit attachments including the power takeoff (PTO) and hydraulic lines.
- Climb/step in and out of the tractor.
- Steer and use the relevant controls. Steering normally occurs with the left hand and operation of the controls is mostly done with the right hand.
- Do checks including checking oil, checking coolant which requires lifting the bonnet and greasing the PTO.





➤ VINEYARD DUTIES

VINEYARD DUTIES BODY DEMANDS

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck		██████████	
Back		██████████	██████████
Shoulders		██████████	
Elbows		██████████	
Wrists / Fingers		██████████	
Legs		██████████	

Critical Physical Demands	Frequency
NOTE: Workload and work pace can vary at different stages of the year.	
POSTURAL DEMANDS	
Standing and walking - occurs with a variety of vineyard duties.	Frequent to constant
Sitting - is usually sustained when driving tractors.	Occasional to constant
Stooping - may occur when for example handling broken posts and repairing irrigation.	Frequent
Twisting/rotation - twisting of the neck and spine occurs frequently when driving tractors and other plant.	Frequent
Squatting/kneeling - may occur occasionally.	Occasional
Climbing - the tractor cabins are climbed in and out of.	Occasional
Vibration - would occur to a variable extent when driving along rows.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - lifting bags of chemical (15 to 25 kg), drums of chemical (up to 25 kg) and posts (up to and > than 20 kg).	Occasional to frequent
Pushing/Pulling - whole-body push pull force would vary from low to moderate and sometimes greater.	Occasional to frequent
Carrying - includes handling bags and containers of chemicals.	Occasional to frequent
Reaching Forward reach would vary from close to the body to extended reach. Vertical reach would vary between ground level to above shoulder height.	Frequent to constant Frequent to constant
Handling/grasping - both hands are used in most operations. Static handling can occur such as during pruning and when driving tractors.	Frequent to constant
<i>Please refer to Vineyards Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
<p>Our company supports early return to work of its employees and suggest the following alternative duties:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

VINEYARD DUTIES

Duties performed vary depending on seasonal needs, but generally include the following;

Harvesting

- Vintage period approx. 8 to 12 weeks annually.
- Use of harvesters and tractors or manual harvesting which requires repetitive work picking grapes off the vine to placing them in buckets to tipping them into a bin/hopper behind a tractor.

Pruning

- Mechanical pruning – driving tractor using different attachments (e.g. Barrel pruning, Legard pruning (scissor-like action) and Collard pruning (spinning blades)).
- Hand pruning - done by employees, labour hire employees and contractors and involves:
 - spur pruning - involves repetitive cutting using snips to leave spurs on each vine; and
 - cane pruning - involves repetitive use of loppers cutting thicker canes; and
 - filling in - winding canes along or up trellis and tying down with tie wires.
- Sweeping and mulching – driving a tractor with a sweeper/mulcher (occurs throughout the pruning period).



Other Machine Operation

- Slashing - driving a tractor with slasher attached to the rear.
- Fungicide spraying - driving a tractor towing a double row spray unit. The spray unit is hooked up to the tractor. Bags of chemical (15 to 25 kg) and 20 L drums of chemical (up to approx 25 kg) are handled as required.
- Herbicide spraying - spot spraying of weeds occurs occasionally and is done using a tractor towing a spray cart or a fourwheeled motorbike towing a spray cart.



Trellis Maintenance / Irrigation

- Irrigation - includes checking drip lines, cleaning drippers (using a piece of wire) and doing repairs (involves use of snips and attaching fittings).
- Checking for broken posts - typically involves driving through the vineyard and checking for broken posts which are tagged.
- Replacement of broken posts – working with another employee (shared duties) one drives the tractor with a post-knocker and the machine is positioned. Another employee drives a tractor towing a trailer containing new posts. When a broken post is located, staples holding the wire in place are removed and the post is removed and placed onto the trailer. A new post is positioned and the employee on the post-knocker operates the controls to knock the post into position. Staples are replaced.
- Broken trellis wires are repaired using tools including a wire cutter, pliers and a tensioning winch. Metal or tin spacers are placed between trellis wires. For T-trellis, a length of timber is squared in position and where necessary placed back into position.
- Dropping wires - wires are dropped to the ground and then placed against a nail. The task involves using two hands to lift the wire off the clip. Employees typically walk along one row whilst lifting the wire from both sides of the post.
- Wire lifting - the wires are lifted by a wire lifter attached to a tractor.





Sampling

- Predicting crop estimate yields - involves cutting and counting of bunches of grapes.
- Crop maturity sampling - involves picking, weighing and crushing grapes.
- Counting buds - after pruning is completed and is intermittent.

New vineyard development

- Planting vines - a team normally works together. Places are marked along the irrigation pipe - the ground is spiked to create a hole, filled with water and a cane is placed into the hole - soil is then shoveled into position and compressed by foot.
- Vine training - stems low on the vine trunk are removed by foot and stems higher-up are removed by hand snipping and pulling them away from the wires. The remaining stems are wrapped horizontally along a foliage wire.



➤ **WINEMAKER (Both Small Winery and Large Winery are described)****WINEMAKER - SMALL/SMALLER WINERY****BODY DEMANDS**

BODY PART	FREQUENCY		
	Occasional	Frequent	Constant
Neck		██████████	
Back		██████████	
Shoulders		██████████	
Elbows		██████████	
Wrists / Fingers		██████████	
Legs		██████████	

Critical Physical Demands	Frequency
NOTE: Workload can vary at different times of the year.	
POSTURAL DEMANDS	
Standing and walking	Frequent
Sitting	Frequent
Stooping - when working in the cellar/winery.	Frequent
Twisting/rotation - in the cellar/winery.	Frequent
Squatting/kneeling - in the cellar/winery.	Frequent
MANUAL HANDLING DEMANDS	
Lifting - could occur at times but mostly less than 10 kg.	Occasional
Pushing/Pulling - when moving hoses and equipment.	Occasional to frequent
Carrying	Occasional
Reaching	
Forward - up to mid-range.	Frequent
Vertical - could vary between ground level and shoulder height at times	Frequent
Handling/grasping	Frequent
<i>Please refer to Winemaking Duties List (next page).</i>	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

WINEMAKER – LARGE / LARGER WINERY			
BODY DEMANDS			
	FREQUENCY		
BODY PART	Occasional	Frequent	Constant
Neck			
Back			
Shoulders			
Elbows			
Wrists / Fingers			
Legs			

Critical Physical Demands NOTE: Workload can vary at different stages of vintage.	Frequency
POSTURAL DEMANDS	
Standing and walking	Occasional
Sitting	Frequent
Stooping	Occasional
Twisting/rotation	Occasional
Squatting/kneeling	Occasional
MANUAL HANDLING DEMANDS	
Lifting .	Occasional
Pushing/Pulling	Occasional
Carrying	Occasional
Reaching	
Forward - from close to mid-range.	Occasional
Vertical - mostly at waist height.	Occasional
Handling/grasping - most of the work would be office-based.	Frequent
Please refer to Winemaking Duties List (next page).	
EMPLOYERS COMMITMENT	
Our company supports early return to work of its employees and suggest the following alternative duties:	
1. _____	
2. _____	
3. _____	
DOCTOR'S NOTES	
OFFICE USE ONLY	
Employee's Name:	Date:
Doctor:	PMC #:

WINEMAKING DUTIES

The duties of a winemaker varies depending on the size of the winery. In general, the smaller the winery, the more hands on is the work of the winemaker.

SMALL/SMALLER WINERY

In a smaller winery, the duties can cover the entire process from growing grapes through to bottling and marketing. The tasks can include the following;

- Liaising with the viticulturist or sometimes doing viticultural work and coordinating planting, cultivating, training vines, growing vines, pruning regimes, irrigation timings and spray timings.
- Analysing grapes for Baume and PhTA (PH and total acidity)
- Collecting grapes 1 to 2 times per week leading up to vintage, walking the rows and tasting grapes for flavour ripeness to determine the harvest date. Travelling to the different locations can be required.
- Arranging the contractor to commence harvesting.
- During vintage, the task can include helping cellar hands, supervising the crushing and destemming and supervising the processing of whites and reds.
- The processing of whites can require the following tasks;
 - Analysis occurs in the laboratory during the whole crushing/pressing process.
 - Supervising or doing the pressing. When the juice drains off, the winemaker has to be there to cut the press (cutting between the free run and the press) to get the fractions right. This is done on taste.
 - A sample of juice is analysed and fining agents are used to soften the juice.
 - Clarification process commences and the cooling is turned on to settle out the juice or a centrifuge is used.
 - The clear juice is racked off and sent to fermentation. The yeast is chosen or a decision is made to not use inoculated yeast.
 - Fermentation is controlled and monitored. Tasting and analysing occurs. Decisions are made such as turning up the refrigeration if the temperature is too high.
 - On completion of fermentation, there can be secondary fermentation depending on the variety and style. Monitoring occurs 1 to 2 times per week. Filtration is done with an earth filter or RVF to remove the gross lees. A decision is made if the wine is to go into tanks for oak or maturation. Maturation can be anywhere between 6 months to 2 years.
 - Planning occurs for blending and bottling and can require handling hoses, parts and fittings. A contract bottler may be arranged and labels, cartons, capsules and transportation has to be organised.
 - Additions are made including mixing and adding tartaric acid, DAP, yeast and sulphur.
- The processing of reds can include the following tasks;
 - Analysis occurs in the laboratory during the whole process.
 - The same crushing process occurs. There is no pressing and the reds go to a vessel on skins. Fermentation using static fermenters, Vinomatics or open fermenters occurs. Inoculation occurs with yeast.
 - During fermentation, tastings and analysis is required and the cap (skins on top of the juice) is tended to. This involves pumping over to get the juice on the skins to manage the temperature. The winemaker manages the time on skins which can vary between 10 to 50 days depending on the style of wine.
 - Additions and analysis occurs as required.
 - Once fermentation is completed, pressing occurs and this is followed by clarification and racking. Secondary fermentation (Malo lactic) is done with most reds. This can be monitored weekly and is done in tanks or oak. Sulphur is added.
 - Maturation varies between 18 months to 2 years.
- Other tasks over the course of the year include;
 - Oversees staff and conducting training.
 - Advising on maintenance in the vineyard and winery.
 - Sales and marketing - doing marketing, meeting the demands of the market.
 - Promotional work including tasting, tours of the winery, going overseas, explaining wines.

- Administrative duties including maintaining records of technical information, winery records, analysis/movement/composition records to maintain traceability.
- Tastings.
- Setting specifications if the wine is made at another winery.
- Doing samples and analysis if selling wine.
- Maintaining quality assurance - ordering additives, corks, bottles, oak (planks or barrels), pumps, hoses and other equipment and doing QA testing.
- Dealing with salespersons who are selling products to the winery.
- Organise and maintain a relationship with the maintenance personnel.

Some of the key work requirements include;

- Being able to work at heights and work in rural areas.
- Having scientific, analytical and communication skills, being a problem solver, having attention to detail and having effective project management.
- Having a sense of smell and taste - instinct, experience required.
- Being familiar with systems and software.

LARGE WINERY

In a large winery, the duties can typically include the following;

- Coordinating winemaking operations.
- Doing minimal to no hands-on work in the winery and cellar areas.
- There is generally minimal sampling and no hose or pump handling, laboratory analysis or additions.
- Doing the tastings and reviewing the analysis.
- Much of the day is spent at a computer working out logistics, tanks required, timings for transport and timings for laboratory analysis.
- There can generally be more travel to visit vineyards.

The key work requirements would be similar to that detailed previously for small wineries.